

## PERSONNEL BOARD SUMMARIZED MINUTES

Monday, May 4, 2015 – 6:00 p.m.

**PRESENT:** Pat Carnevale, Chairperson Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member. **ALSO PRESENT:** Karen Callejo, Assistant City Attorney; Gelien Perez, Acting Human Resources Director; and Brenda Jackson. **ABSENT:** Jorge E. Leal, Member.

### ON THE DAIS:

Copies of the resumes (at the March 2015 meeting, it was requested that we provide copies of the Complaint Officer I and Complaint Officer II resumes to all Board members.) In addition, under new business, a copy of revisions to the Agenda.

### AGENDA

1. Request to hold Elections for the positions of Chairperson and Vice-Chairperson.

**POSTPONE.** Until next meeting; full board to be present

2. Request to approve the minutes of the April 6, 2015 Personnel Board meeting.

**APPROVED.** Motion by Ms. Pena. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

3. Request to approve **Leave with Pay**, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received April 2015.

- |                          |                       |
|--------------------------|-----------------------|
| 1. Sandra Matias         | Community Development |
| 2. Arthur Fair           | Fire Department       |
| 3. Juan Fernando         | Fire Department       |
| 4. Richard Mancinelli Jr | Fire Department       |
| 5. Eduardo Salazar       | Police Department     |

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Ms. Pena. Passed by unanimous vote.

4. Report of **Leave without Pay** for April 2015.

**SO NOTED**

5. Report of **Civil Service Appointments** for April 2015.

**SO NOTED**

6. Report of **Civil Service Resignations** for April 2015.

- |                       |                           |
|-----------------------|---------------------------|
| 1. Juana C. Rodriguez | Grants and Human Services |
| 2. Hilda V. Gonzalez  | Education and Community   |
| 3. Francisco L. Hill  | Parks & Recreation        |
| 4. Dion D. Cole, II   | Police Department         |
| 5. Carlos H. Corvo    | Police Department         |
| 6. Lissette Arza      | Public Works              |
| 7. Nelsi Ricart       | Water & Sewer             |

**SO NOTED**

7. Report of **Maternal/Paternal Leave** for April 2015.

- |                 |                   |
|-----------------|-------------------|
| 1. Rey Quintero | Police Department |
| 2. Yan Perez    | Police Department |
| 3. Iris Crusoe  | Police Department |

**SO NOTED**

8. Report of **Leave of Absence** for April 2015. **None**

**SO NOTED**

9. Request to approve the removal of person from the **Police Lieutenant** Eligibility list.

Margaret A. Daniels

Copy of the notice to the applicant of the removal, the Civil Service Rules and Regulations and the Police Lieutenant eligibility list are attached.

**TABLE.** Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

10. Request to certify the eligibility list for **Communication and Special Events Aide.**

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Ms. Pena. Passed by unanimous vote.

11. Request to certify the eligibility list for **Director of Grants and Human Services.**

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

12. Request to certify the eligibility list for **Marketing and Media Administrator.**

**APPROVED.** Motion by Ms. Pena. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

13. Request to certify the eligibility list for **Special Events Coordinator.**

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

14. Request to conduct a Civil Service exam for the **Building Official** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file)

Range 02 – Management

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote

15. Request to conduct a Civil Service exam for the **Deputy City Clerk** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file)

Range 02 – Management

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

16. Request to conduct a Civil Service exam for the **Director of Retirement** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a combined minimum score 70% to be placed on the eligibility list.

Copy of job description and resume are attached. (No eligibility list on file).

Range 02 – Management

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Mr. Alvarez. Passed by unanimous vote.

17. Request to conduct a Civil Service exam for the **Media Specialist Inter-Department Liaison** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 46 - \$941 - \$1819 Bi-weekly

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Ms. Pena. Passed by unanimous vote.  
Amended to add "**HOLIDAYS**" to the job description.

18. Request to conduct a Civil Service exam for the **Police Radio Dispatcher** position with the following criteria:

- a. In-house, Non-competitive
- b. 100% Written
- c. Pass/Fail 30-wpm Typing Test
- d. Pass/Fail Voice-Radio Test
- e. Must obtain a score of 70% on the written examination in order to be eligible to sit for the typing portion.

- f. Must type a minimum of 30-wpm as demonstrated in an examination, or applicants that have passed a 30-wpm or greater typing test with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing portion.
- g. Must pass a voice-radio test
- h. Must obtain a score of 70% on the written examination; pass the 30-wpm typing, as well as the voice-radio portion in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 49 - \$1094 - \$2309 Bi-weekly

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

19. Request to conduct a Civil Service exam for the **Sponsorship Coordinator** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 51 - \$1269 - \$2587 Bi-weekly

**APPROVED.** Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote. Amended to add "**HOLIDAYS**" to the job description.

20. Request to approve a revised job description for the position of **Transit Manager**.

Copy of revised job description is attached.

Range 01 – Management

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Mr. Alvarez. Passed by unanimous vote.

21. Request to hear **Unfinished Business**.

Meeting re-opened to discuss Complaint Officer I and Compliant Officer II resumes

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Ms. Pena. Passed by unanimous vote.

22. Request to hear **New Business**.

- a. Request to certify the eligibility list for **Community Development Administrative Officer**.

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Ferro-Amerneiro. Passed by unanimous vote.

- b. Request to certify the eligibility list for **Purchasing Supervisor**.

**APPROVED.** Motion by Ms. Ferro-Amerneiro. Second by Mr. Alvarez. Passed by unanimous vote.

**NEXT PERSONNEL BOARD MEETING: Monday, June 1, 2015 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.